



CITY OF HOUSTON

Job Posting

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Applications accepted from:ALL PERSONS INTERESTED

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Job ClassificationManagement Analyst II

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Posting NumberPN# 103826

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DepartmentHouston Airport System

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DivisionFinance

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SectionVarious

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Reporting Location16930 John F. Kennedy Blvd.*

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Workdays & HoursVaried, normally M – F *

*Subject to change

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Administers, researches and analyzes financial operating activities and procedures. Evaluates findings and assists in preparing specific financial and management reports. Develops and maintains statistical databases relating to gross receipts reported and commercial fees reported and paid by companies governed by the City’s ordinances. Assists with and maintains other financial databases. Acts as fill-in for personnel in other locations when necessary. Performs other duties and special projects as requested.

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WORKING CONDITIONS

Performing these duties will involve standing; the ability to deal with people in tense situations who may become confrontational; visually observe and differentiate details and colors; walking long distances, standing and sitting for extended periods of time; operating city vehicles; able to lift up to twenty (20) pounds and work as a member of a team; attending to details amid distractions; analyze abstract information; adjust to interruptions and changes; work at a computer terminal for extended periods of time. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

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MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s degree in Public Administration, Business Administration, Finance or a field or a closely related field.

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MINIMUM EXPERIENCE REQUIREMENTS

Two (2) year of administrative and/or professional experience in accounting, budget analysis, finance, public or business administration or a field directly related to the job is required.

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MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

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PREFERENCES

Strong computer skills with working proficiency in spreadsheets, database and word processing software, preferably Microsoft Office. Strong organizational skills, ability to analyze management problems and procedures, organize work and communicate effectively in written and oral form. Ability to interact professionally with customers, employees, and personnel from other city departments.

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SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

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SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18

\$1,230.00 - \$1,417.00 Biweekly

\$31,980.00 - \$36,842.00 Annually

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OPENING DATE

MARCH 30, 2005

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CLOSING DATE

OPEN UNTIL FILLED

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APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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